



COVID-19 Preparedness Plan for Intrepid Dance Company

Intrepid Dance Company is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Intrepid Dance Company** managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at **Intrepid Dance Company**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by ***not utilizing our ballet barres until we are safe to do so, forgo any use of props and partner work until this is safe to phase back. We are also spacing out classes and teacher time within the studio.*** Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

Guidelines for Staff

- ***Must be fever-free and symptom free for a complete 72 hours***
- ***Temperature check at start of day, 99.9 and under allowed***
- ***Staff will have their temperature taking at the time they arrive at the studio***
- ***Health Check sheet will be completed by each staff member each time the work a shift in the studio***

Qualify questions:

- ***Have you washed your hands or used Alcohol-based hand sanitizer***

Do you have the following symptoms:

- Shortness of Breath
- Cough
- **Wash hands or use sanitizer before each class**
- **Health Checks will be completed by staff of each student that comes in for class**
- **Staff to wear masks and maintain safe distancing during opening phase and adjust when new guidelines are released**
- **Universal Masking for all dancers ages 6 and above as well as all staff per new recommendation by MDH and CDC for a safe return to in person learning.**
- **Proper dance attire required including shoes**
- **Staff to be at doors before and after class**

Intrepid Dance Company has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. **Teachers who are sick or need to provide care to either themselves or a member will be allowed to do so. We will work to get a sub teacher into cover the teacher needing the time away or work to reschedule classes to accommodate other teachers schedule if sub cannot be found.** Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. **Staff will be required to wear a mask while teaching and temperature taken prior to the start of their teaching shift. Staff to wear masks and maintain safe distancing during opening phase and adjust when new guidelines are released**

Intrepid Dance Company has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. **Staff will be asked to quarantine, and the student's families will be contacted directly. Accommodations to reschedule the missed classes will be done or a credit applied for future classes. The studio will also be placed on a quarantine and deep cleaned to reopen safely. Proper CDC, MDH and OSHA protocols will be used to clean and sanitize the studio space to allow for a safe reopen of the facility**

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. **Parents will be notified that a staff member has been exposed to COVID-19 and is self-quarantining and we ask that you monitor yourself over the next 14 days.**

Handwashing

Basic infection prevention measures are always being implemented at our workplaces . Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

- **Proper handwashing signs will be placed in each of our restrooms for both out customers and staff to see. Staff will be required to wash hands for 20 seconds prior to the start of each class as well as use hand sanitizer before and after each.**
- **Dancers will also be required to wash hands for 20-seconds prior to coming to class and will also use hand sanitizer.**

- **Staff will wipe down all equipment in the studio after each class; door handles, ballet barres, and spray down floors before the next class enters as well as at the end of each shift.**
- **Respiratory etiquette: Cover your cough or sneeze signs will also be placed throughout the studio and each studio room**

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. ***Proper handwashing signs will be placed in each of our restrooms for both out customers and staff to see. Kleenex and hand sanitizer will be available in each dance studio for both dancers and staff as well as the front desk. Signs will be posted regarding proper ways to cover your cough placed though out the space.***

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- ***No use of Ballet Barres or props of any kind until we are in Phase 3***
- ***5-10 min gap between classes for sanitizing and safe transitioning***
- ***Sanitize door handles and floors between classes***
- ***Class sizes limited to sq foot of room. 1 person per 50 sq feet of space***
- ***Class structure should follow current social distancing guidelines with markers on the floor for dancers to dance in to learn but also keep with social distancing standards***
- ***Mark common areas with social distancing reminders: floor stickers, signs, etc.***
- ***Parents will not be allowed to stay in the building, they will be able to enter to pick up and drop off.***
- ***Each studio will have its own enter and exit door to help with flow and keep with social distancing standards***
- ***Drinking fountains may not be used until CDC approves use***
- ***No reading material or self-serve food/beverages***
- ***No lingering in common areas***
- ***End of day sanitation and fill hand sanitizer stations***
- ***Intrepid Dance Company reserves the right to convert to our online platform should things become unsafe to hold in-person classes***

Workers, visitors and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. **The studio will be cleaned and wiped down at the end of each night and deep cleaned each weekend prior to classes starting the following week. Surfaces that are more commonly used will be wiped down frequently by staff such as door handles and counter tops at the front desk and bathrooms.**

Communications and training

This Preparedness Plan was communicated **staff will be contacted and emailed a list of protocols that are to be followed in order to safely return to the studio** to all workers **by May 18th** and necessary training was provided. Additional communication and training will be ongoing **based on updated and new information from the CDC and MDH** and provided to all workers who did not receive the initial training. Instructions will be communicated to customers about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by **notifying the director of any additional needs or if things are not being completed at the end of each night.** Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **Intrepid Dance Company** management and was posted throughout the workplace **May 18th, 2020**. It will be updated as necessary.

Certified by:

Melissa McCabe

CEO/Owner/Director